



## KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181<sup>st</sup> Street  
KENMORE, WA 98028

BUSINESS: 425-354-1780 FAX: 425-354-1781

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### MINUTES

April 17, 2018

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

Chair Carolyn Armanini called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Carolyn Armanini, Don Ellis, Dave Maehren, Kae Peterson, and Rick Verlinda. Also present was Fire Chief Jim Torpin, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, Lt. Hansson, BC Sauer, HRA Shannon Moore, and members of the public.

#### II. APPROVAL OF THE AGENDA

*Commissioner Peterson moved to approve the agenda. Commissioner Maehren seconded. The motion passed 5-0.*

#### III. PUBLIC COMMENT

Lake Forest Park resident Mike Dee addressed the Commissioners with the following comments:

- Mr. Dee thanked the Commissioners for the discussions at the previous meeting and invitation to Lake Forest Park residents to come to today's meeting.
- Mr. Dee recently heard someone complaining about the Fire Benefit Charge going up over the years, which is contrary to what he understood about the Fire Benefit Charge. Chief Torpin indicated he would send Mr. Dee information detailing the benefit charge assessments for the last ten years.
- Mr. Dee is still interested in having Maximum Occupancy information discussed at the meeting. Chief Torpin clarified that the best way to obtain general information is to contact the staff with questions. In the case of Maximum Occupancy Mr. Dee should reach out to Fire Marshall LaFlam for answers. Mr. Dee explained that his desire in requesting the topic as a board discussion item had been to exercise the policy as he understood it of the public being able to add items to agenda.

#### IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

##### 4.1 Kenmore City Manager Report

Kenmore City Manager, Rob Karlinsey, was invited to provide a report to the Board regarding activities going on in the city. Topics included the Lakepointe Project, the Walkways and Waterways initiative, Sound Transit 3, the 68<sup>th</sup> Ave Bridge Replacement, the St Thomas Lodge project at Saint Edwards State Park, and the new Police Chief selection process.

Mr. Karlinsey opened his comments by saying he has been pleased with the collaborative efforts of the leadership in the fire district, especially Chief Torpin and FM LaFlam.

He reported the joint meeting between the Kenmore Council and Northshore Commissioners is set for 7:00 PM on May 7<sup>th</sup> in the Kenmore Council Chambers.

### Lake Pointe

Mr. Karlinsey provided an overview of the Lakepointe project status. The presentation included a brief history of the project which dates back to the early 1990s. Information was provided regarding some of the difficulties the site presents to development and efforts to work with the developer to find ways to make the development of the site financially feasible.

The current design concepts, which may include high rise mixed-use buildings were discussed as well as other items that may have an impact on the community. Those items included local financial support through potential tax abatement, traffic and infrastructure improvements, and impacts to adjacent properties and businesses.

The timeline for development is still undetermined. However, the earliest construction would begin is 2020, with a 10-year phased build out.

### St Thomas Lodge Project

Commissioner Maehren inquired about the St. Edward State Park development. Mr. Karlinsey reported that a 62-year lease has been approved for the Saint Thomas Seminary building. The building will be renovated into a National Park-style lodge with rooms, restaurants, and a spa. Permits for the project are expected to be issued in July or August of 2018. Business opening is planned for the spring of 2020.

Commissioner Maehren inquired about any additional traffic due to events at the Park. Mr. Karlinsey reported that is not currently a concern.

### Sound Transit 3

Sound Transit 3 will bring rapid bus transit to Kenmore in 2023 or 2024, the same time that the light rail station will be completed at 145<sup>th</sup> and Interstate 5. Rapid bus transit will feature fewer and shorter stops and more frequent service. The project will include a 300 car elevated parking garage for each of the area's cities (Bothell, Kenmore, and Lake Forest Park). Potential sites in Kenmore for the parking garage are being evaluated. They include the current park and ride site or the SW corner of 68<sup>th</sup> Ave and Bothell Way. The final decision on the site must be made by the end of 2018.

### 68<sup>th</sup> Ave Bridge Replacement

One of the 68<sup>th</sup> Ave bridges is slated for replacement. The cost of the project will be approximately \$32 million, \$28 million of which is state and federal grants. The project will go out to bid in November of 2018 with the earliest construction start date being in the spring of 2019. Likely completion is the end of 2020.

### Walkways and Waterways

Walkways and Waterways improvements funded by a recent levy measure are underway. Improvements at Rhododendron Park have been completed and work at Log Boom Park and Squires Park is expected to be complete in 2023. Sidewalk and bike lanes will also be improved on Juanita Drive, with work beginning next year. Sidewalk projects in other areas of the city will be completed as funding becomes available.

### Special Olympics

Mr. Karlinsey reported Kenmore Lanes will be hosting part of this year's Special Olympics. The City has been working with police, fire, and NEMCo to coordinate efforts.

## Police Chief

The City of Kenmore is recruiting for a new Chief of Police. There are two applicants from the pool of eligible King County Sergeants. Chief Torpin has been asked to be part of the interview panel in May.

The Board took a recess at 6:00PM and returned to session at 6:04PM

### 4.2 Benefit Charge Reauthorization Election

Commissioner Maehren reported he checked with neighboring agencies regarding potential ballot measures on either of the early special election dates. At this time there were only a couple of minor ballot measures being considered.

The Commissioners discussed options for timing of the election and pros and cons.

***Commissioner Maehren moved to schedule the Fire Benefit Charge Reauthorization Election for the February 2019 election. Commissioner Peterson seconded. The motion passed 5-0.***

### 4.3 Administrative Position Duties and Reporting Structure Review

Chief Torpin reported on the efforts to evaluate the administrative job duties and structure. The purpose of the evaluation was to look for ways to increase efficiencies and create redundancies in essential functions. The Chief provided an overview of recommendations he is proposing. They include the creation of the a new job classification and job description titled “ Administrative Coordinator” and amendments to the Administrative Specialist and HR Administrator job descriptions. The Chief is also recommending a change to reporting structure.

- Commissioner Maehren noted that a Washington State Driver’s License is required in the current descriptions and would like to see that requirement eliminated. Chief Torpin responded by saying the ability to drive is currently part of admin staff duties in running errands, and attending meetings and training. The board and staff discussed options, legal requirements, and whether the ability to drive department vehicles needs to be part of the job description.
- Commissioner Verlinda inquired about the Administrative Specialist reporting directly to the Chief rather than HR. Chief Torpin explained that due to the multifaceted nature of this role it is most appropriate for that position to continue reporting to the Chief.

## **V. BOARD RESOLUTIONS**

### 5.1 None

## **VI. REPORTS**

### 6.1 Fire Chief Report

In addition to the written report provided in the meeting materials, Chief Torpin reported:

- The Chief provided a station tour for Probationary Firefighter Matthew Langbehn’s family on the Saturday after the EMTG Recruit Academy Graduation Ceremony.
- Commissioner Verlinda asked how the wellness exams are being funded. Chief Torpin reported that the department pays for the exams but all the results go to the employee. The department’s previous vendor has gone out of business so a new mobile vendor has been hired to perform exams on-site.
- Commissioner Verlinda asked the Chief follow up questions regarding the Scott SCBA regulations. Chief Torpin reported he reached out to the individuals from NFPA as requested by Commissioner Verlinda. The Chief stated that he has confirmed everything

presented by the vendor was accurate. The Chief restated the fact that due to a delayed NFPA certification and end of life of current equipment, options to delay a purchase were not viable.

- Commissioner Verlinda asked if the department participates in wildland strike team deployments or participates in the Red Card Wildland Firefighting certification program. Chief Torpin reported that the department currently does not do either.

There were no further additions or questions regarding the written Fire Chief's report.

6.2 Commissioner Reports

- None

**VII. CONSENT AGENDA**

7.1 Vouchers

- The General Fund Vouchers totaled \$62,842.75 and Reserve Fund Vouchers totaled \$2,806.25

7.2 Meeting Materials

- Per the request of Commissioner Verlinda, the Commissioner Meeting Minutes approval was removed from the Consent Calendar and placed after the Executive Session.

***Commissioner Ellis moved to approve the consent calendar as presented. Commissioner Peterson seconded. The motion passed 5-0.***

**VIII. EXECUTIVE SESSION**

- 8.1 The Board moved into Executive Session at 6:37PM until 6:42PM to receive and evaluate complaints or charges brought against a public officer or employee pursuant to RCW 42.30.110(1)(f). The Executive Session was extended until 6:48PM.

**IX. APPROVAL OF THE MINUTES OF APRIL 3, 2017**

***Commissioner Ellis moved to approve the minutes of April 3, 2017 as presented. Commissioner Peterson seconded. Commissioner Verlinda offered a friendly amendment to change the term "letter" to "correspondence". Commissioner Maehren offered a friendly amendment to add Commissioner Ellis' reason for abstention to his two abstention votes. Commissioner Maehren offered a friendly amendment to add "After Commissioner Peterson's explanation" to the motion to approve the vouchers of Commissioner Peterson. All friendly amendments were accepted by the maker and seconder of the motion. The motion passed 5-0.***

**X. ADJOURNMENT**

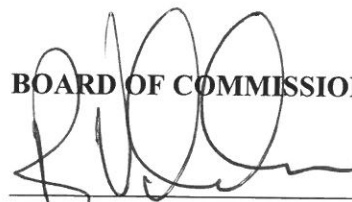
The meeting adjourned at 6:59PM

**NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for May 1, 2018.

Attachments: Agenda and Fire Chief's Report

**BOARD OF COMMISSIONERS**

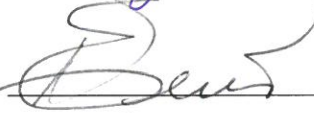


**RICK VERLINDA, Member**





CAROLYN ARMANINI, Chair



DON ELLIS, Member




KAE PETERSON, Member



DAVE MAEHREN, Member

ATTEST



KATE HANSEN, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on May 1, 2018



## Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

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### Board of Commissioners Regular Meeting Agenda

Tuesday, April 17, 2018

5:00PM

**I. Open Meeting**

**II. Approval of Agenda**

**III. Public Comment**

**IV. Board Discussion and Possible Action Items**

4.1 Kenmore City Manager Report – Rob Karlinsey

- Presentation to the Board regarding activities and initiatives taking place with the City of Kenmore, including the Sammamish River Bridge replacement, Walkways and Waterways, and Lake Pointe projects.

4.2 Benefit Charge Reauthorization Election – Commissioner Armanini

- Continuation of Board Discussion on setting an election date for the Fire Benefit Charge reauthorization election.

4.3 Administrative Position Duties and Reporting Structure Review – Chief Torpin

- Staff presentation of findings of a review of administrative staff job duties. Presentation includes a recommendation for the adoption of a new job classification “Administrative Coordinator” and amendments to the “Administrative Specialist” and “HR Administrator” job descriptions. The recommendation also includes modification to the administrative reporting structure.

**V. Board Resolutions**

5.1 None

**VI. Reports**

6.1 Fire Chief’s Report

6.2 Commissioner Reports

**VII. Consent Agenda**

7.1 Approval of Vouchers

7.2 Approval of Meeting Minutes of April 3, 2018

**VIII. Executive Session**

- 8.1 To receive and evaluate complaints or charges brought against a public officer or employee pursuant to RCW 42.30.110(1)(f).

**IX. Adjournment**

**Next Regular Meeting: May 1, 2018 at 5:00 PM**

# Fire Chief's Report

Submitted by Chief Torpin  
April 17, 2018

## Administration/Financial:

- Chief Torpin attended a NORCOM Governing Board Meeting.
- The 2017 NORCOM Annual Report was received. A copy of the report can be found here:  
<http://www.norcom.org/docs/board/Principals%20Assembly%20Packet%202017-04-12.pdf>
- Chief Torpin attended and facilitated a Zone 1 Fire Chief's meeting.
- Chief Torpin attended the East Metro Training Group (EMTG) Recruit Academy 9 Graduation Ceremony. Firefighter Matt Langbehn completed his 13 week academy and will complete his initial training with a week-long EMT refresher course and a week-long orientation here at Northshore.

## Human Resources:

- Chief Torpin, DC Magnuson, and Shannon Moore facilitated quarterly shift meetings with A-shift and B-shift. The meeting included a preparation and practice session facilitated by the Chief for those participating in the upcoming Lieutenant promotional exam.
- HR Administrator Moore met with a representative from Professional Health Services Inc. regarding the Department's upcoming Wellness Program physical exams to finalize details.
- Work continues with Valley Occupational Health Services to assess their ability to conduct our return to work/fitness for duty examinations and new hire examinations.
- LT candidate orientation with our consultant held April 16th for individuals taking the upcoming promotional test.
- National Testing Network scores for current Firefighter hiring process will be pulled this week, top applicants will be invited to submit an application and continue to the next step of our hiring process.

## Training:

- AS Hansen designed and implemented an all-electronic Probationary Firefighter Handbook.
- AS Hansen and AC Kunkel reviewed Northshore's training files and determined updates needed.
- Captain Harvey assisted with planning the King County Fire Training Officers Association (KCFTOA) Spring Pump Academy.
- Captain Harvey prepared second quarter training assignments.
- Captain Harvey worked with FF Livingston to prepare an auto extrication lesson.
- Captain Harvey assisted with second quarter resuscitation drills held at the Lake Forest Park Town Center Mall.
- Captain Harvey scheduled wildland/urban interface training with Woodinville Fire.

- FF Hofschulte prepared a pumping /hydraulics lesson.
- Captain Harvey attended the East Metro Training Group (EMTG) Training Officer monthly planning meeting.
- Captain Harvey and DC Magnuson attended the Recruit Academy Firefighter Combat Challenge held at the Bellevue Training Center.

**Operations:**

- DC Magnuson continues evaluation of FirstNet and Verizon Cellular and Data services for first responders.
- DC Magnuson reported incorrect Mobile Data Computer (MDC) routing to NORCOM Geographical Information System (GIS) specialist, Chris Mast.
- DC Magnuson provided shifts with monthly Operations report and quarterly reports on Inspections, Training, and Turnout times.
- FireCheckOffs electronic checks was implemented for daily apparatus checks and weekly inventory checks on a test basis, running side-by-side with existing paper check sheets.
- DC Magnuson facilitated the bi-monthly All Officers Meeting and BC meeting. Interim City of Kenmore Police Chief Peter Horvath attended the meeting.
- DC Magnuson coordinated with State Fire Marshal's Office to report National Fire Incident Report System (NFIRS) directly to the State.
- DC Magnuson continues work on Zone 1 Operations committees for Strike Team/Task Force and NORCOM Move-up Module (MUM) improvements.
- DC Magnuson completed the Lieutenant Promotional written exam.
- DC Magnuson attended the East Metro Training Group Academy 7, final comprehensive recruit evaluation and academy exit interview.
- March Response Statistics:

Incident responses in Fire District 16				Mutual Aid					
Incident Type Group	Station	#	%	Fire Department	Aid Received	Aid Given			
Fire	51	3	1.13%	Bothell	8	15			
	57	1	0.38%	Kirkland	6	3			
Overpressure Rupture, Explosion, Overheat - no fire	51	0	0.00%	Redmond	2	0			
	57	1	0.38%	Shoreline	11	18			
Rescue & Emergency Medical Service Incidents	51	117	43.98%	Woodinville	0	1			
	57	79	29.70%	Other	0	0			
Hazardous Condition (No Fire)	51	2	0.75%	<b>TOTAL</b>	<b>27</b>	<b>37</b>			
	57	2	0.75%	<b>Emergency Response Average Turnout Time</b>					
Service Call	51	18	6.77%	EMS	1:01				
	57	11	4.14%	Fire Suppression	1:10				
Good Intent	51	6	2.26%	<b>Emergency Response Average Travel Time</b>					
	57	6	2.26%	51	3:42				
False Alarm or False Call	51	13	4.89%	57	4:02				
	57	5	1.88%	<b>Reaction Time Summary</b>					
Severe Weather & Natural Disaster	51	0	0.00%	Station 51	A-shift	0:58	Station 57	A-shift	0:57
	57	0	0.00%		B-shift	0:59		B-shift	1:19
Special Incident Type, other	51	1	0.38%		C-shift	1:03		C-shift	1:05
	57	1	0.38%		D-shift	1:04		D-shift	1:11
<b>Grand Total</b>		266	100.00%	AVG	1:02		AVG	1:09	

**March 2018**



**Fire Prevention:**

- AS Hansen processed sign-ups for upcoming CPR/First Aid classes – there has been an increase in the number of CPR class inquiries and sign-ups for 2018.
- FM LaFlam performed the final inspections of the fire alarm and fire sprinkler system modifications at Inglewood Country Club. The modifications were related to construction changes made to the ballroom/bar and the women's lounge.
- FI Booth delivered fire safety lessons to three first grade classes at Lake Forest Park Elementary and assisted operations crews with the delivery of fire safety lessons to two 5th grade classes at Kenmore Elementary School.
- FM LaFlam together with Chief Torpin met with representatives of the Lake Pointe development project. The discussion focused on water system and hydrant coordination, emergency vehicle access through the site and overviews of the project at this point in the design.
- FI Booth and FM LaFlam attended a class that focused on the code requirements for buildings containing more than one occupancy (mixed-occupancy buildings). FM LaFlam also attended a class on fire-rated construction requirements.

**Northshore Emergency Management Coalition (NEMCo):**

- No report provided